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INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

GENEVA

COUNCIL

**Twenty-first Ordinary Session
Geneva, October 15 and 16, 1987****DRAFT PROGRAM AND BUDGET FOR THE 1988-89 BIENNIUM**presented by the Secretary-GeneralThe Present Document

1. The present document contains an introduction and two chapters followed by three Annexes.

The Introduction contains, in particular, an enumeration of the principal aims of the program for the 1988-89 biennium, a summary of the staff posts and a comparison, by budget headings, of the expenditure and income proposed for 1988-89 with the 1986-87 budget.

Chapter I (Summary of Budget and Comparisons) contains a summary of the income and expenditure proposed for the 1988-89 biennium as compared with the 1986-87 budget, and also gives the corresponding actual figures for 1984-85.

Chapter II (Program and Expenses) describes each proposed activity and gives the cost of the activity.

Annex A contains the definitions of the budget headings (sources of income and objects of expenditure).

Annex B shows the amount of the contribution payable by each member State, in the month of January 1988 and in the month of January 1989; the calculations in the said Annex are based on the assumption that the contributions for the 1988-89 biennium would be payable in two equal instalments (one in January 1988, the other in January 1989), that UPOV would continue to have 17 member States, and that the total number of the contribution units will remain 41.

Annex C contains the cost increase forecasts by the United Nations organizations in Geneva (hereinafter referred to as the "UN/CCAO standards").

INTRODUCTION

Aims of the Program

2. The principal aims of the program for 1988-89 would be the following:

- (i) to propagate the idea of plant variety protection, particularly in countries that do not yet afford such protection, and to advise them (if they so desire) on the introduction of such protection;
- (ii) to promote accession of States to the 1978 Revised Act of the UPOV Convention;
- (iii) to assist States in taking all measures, in particular legislative measures, enabling them to accede to the 1978 Revised Act of the UPOV Convention;
- (iv) to examine the desirability of a new revision of the UPOV Convention and to discuss the possible new provisions among the member States of UPOV and all interested non-member States and non-governmental organizations;
- (v) to intensify and further develop the legal and technical cooperation among member States, particularly to support plans to establish cooperation between States for the examination of applications for protection;
- (vi) to assist member States in establishing a greater harmony between their domestic legislations and administrative practices;
- (vii) to explain, where appropriate in cooperation with national governments, with intergovernmental and with international non-governmental organizations, the protection of plant breeders' rights; to continue to publish information for that purpose;
- (viii) to take all necessary steps to facilitate the work of the breeders and the tasks of the plant variety protection authorities of member States;
- (ix) to observe developments outside of UPOV concerning the conservation and making available of genetic resources and to examine the possible impact of such developments on plant variety protection in general and on UPOV in particular;
- (x) to observe developments in the field of genetic engineering and biotechnological inventions and to examine various possibilities of the legal protection of such inventions.

Staff Posts

3. Though the workload will certainly increase, measures of rationalisation, the use of modern equipment and the growing experience of staff will allow the number of posts for staff working exclusively for UPOV to remain, also in 1988-89, at its former level, that is:
- one Vice Secretary-General,
 - three posts in the Professional category, and
 - four posts in the General Service category.

4. It is to be noted that, under its Junior Professional Officers Program, the Japanese Government has provided an associate officer who works with the staff of UPOV, at no expense to UPOV for 1986 and 1987, and it is expected that this arrangement would continue in 1988 and 1989.

Comparison of the Draft Budget for the 1988-89 Biennium with the Budget Adopted for the 1986-87 Biennium

5. Total Expenditure

	1986-87	1988-89
In thousands of francs*	3752	3686
Percentage decrease for the biennium . .		-1.8%

The reasons for the decrease are explained in detail in paragraphs 6 to 8, below.

6. Comparison of Expenditure, Distinguishing Between Program Variation** and Cost Variation**

The following table shows this comparison (in thousands of francs):

	1986-87 Budget	Program Variation		Cost Variation		1988-89 Budget
		Amount	%	Amount	%	
Expenses proper to UPOV	2726	+59	+2.2%	-125	-4.6%	2660
Common Expenses	1026	-32	-3.1%	+32	+3.1%	1026
Total Expenses	<u>3752</u>	<u>+27</u>	<u>+0.7%</u>	<u>-93</u>	<u>-2.5%</u>	<u>3686</u>
	=====	====	=====	====	=====	=====

* In this document "francs" means Swiss francs.

** The Consultative Committee for Administrative Questions (CCAQ), a subsidiary body of the Administrative Committee on Coordination (ACC) within the United Nations System, defines these variations as follows:

Program variation: Any change in resources resulting from an increase or decrease in the volume of activities carried out under a program.

Cost variation: Any increase or decrease in the cost of a resource input in the budget period compared with that in the previous budget period, arising from changes in costs, prices and exchange rates.

7. a) As far as the expenses proper to UPOV are concerned, the program increase is very low and is essentially due to the following three activities: (i) an annual stand for UPOV at the EXPOFLORE exhibition (International Exhibition of New Varieties of Plants) at the Salon International des Inventions in Geneva will be established, (ii) a new committee called "Committee of Experts on the Revision of the Convention" will be established and meet, and (iii) the translation work for translating documents into German will no longer be done by the staff of UPOV and consequently will require to be done by outside translators. The cost decrease results from the combined effect of (i) the application of the UN/CCAO standards as set forth in Annex C, and (ii) the application, in respect of staff costs, of statutory and other cost decreases and increases as explained in paragraph 8, below.

b) As far as common expenses are concerned, the amount is the same for the 1988-89 biennium as for the 1986-87 biennium. The program decrease reflects a lower share in the expenses of the common services due to growth in the activities of the Registration Unions administered by WIPO. The cost increase results from the application of UN/CCAO standards.

8. Expenses According to Objects of Expenditure

These are taken in the order in which they appear in the table in Chapter I.

A. Staff Expenses

	<u>1986-87</u>	<u>1988-89</u>
In thousands of francs	2267	2116
Percentage decrease for the biennium . .		-6.7%

The net decrease of 151,000 francs for the biennium is due to the following factors:

(i) statutory cost decreases resulting from decisions taken in 1984, 1985 and 1986 by the United Nations General Assembly to reduce the pensionable remuneration scale for Professional staff (-23,000 francs) and to change the rules governing the application of the cost of living (post adjustment) factor in the salaries of Professional staff (-82,000 francs); statutory cost increases for cost of living provisions for the General Service staff (+29,000 francs), and for advancement to a higher step (yearly salary increment) within the same grade (+39,000 francs); and a decrease in the amount of Swiss francs needed to purchase US dollars for contributions to the United Nations Joint Staff Pension Fund (UNJSPF) in respect of Professional staff (-107,000 francs).

(ii) A decrease of 7,000 francs in social charges. It is to be noted that the amount budgeted for social charges and other miscellaneous staff costs has been kept, as in the previous budget, at 5% of the budgeted standard costs for the biennium, i.e., 101,000 francs. It is proposed that, as is the case in the budgets adopted for 1985 and for 1986-87, any part of this amount not spent in the 1988-89 biennium be put into a special reserve for expenses (namely, repatriation grants, accumulated annual leave and household removal expenses) which would have to be paid by UPOV if any staff member of UPOV were to leave (see documents C/XVIII/4, paragraph 8(v) and C/XIX/4, paragraph 12).

B. Travel on Official Business**(a) Missions**

	<u>1986-87</u>	<u>1988-89</u>
In thousands of francs	97	88
Percentage decrease for the biennium		-9.3%

The decrease of 9,000 francs for the biennium is due, on the one hand, to provision for cost increases of 5,000 francs and, on the other hand, to the requirement for the 1988-89 biennium being lower by 14,000 francs, because there were extraordinary mission costs in 1986 for the travel of UPOV staff to Paris for the 25th anniversary celebration.

(b) Third Party Travel

	<u>1986-87</u>	<u>1988-89</u>
In thousands of francs	10	11
Percentage increase for the biennium . .		+10%

The increase of 1,000 francs for the biennium is due to provision for cost increases.

C. Contractual Services**(a) Conferences**

	<u>1986-87</u>	<u>1988-89</u>
In thousands of francs	97	139
Percentage increase for the biennium . .		+43.3%

The increase of 42,000 francs for the biennium is due to provision for conference costs for a Committee of Experts on the Revision of the Convention (37,000 francs) and to provision for cost increases (5,000 francs).

(b) Printing

	<u>1986-87</u>	<u>1988-89</u>
In thousands of francs	85	90
Percentage increase for the biennium		+5.9%

The increase of 5,000 francs for the biennium is due to provision for cost increases.

(c) Other

	<u>1986-87</u>	<u>1988-89</u>
In thousands of francs	23	85
Percentage increase for the biennium		+269.6%

The increase of 62,000 francs for the biennium is due to increased provision for translating documents from English and French into German (38,000 francs), costs of a stand at the EXPOFLORE exhibition at the Salon International des Inventions in Geneva (19,000 francs) and cost increases (5,000 francs).

D. General Operating Expenses

This includes only one sub-heading:

	<u>1986-87</u>	<u>1988-89</u>
Rental of premises (in thousands of francs)	88	87
Percentage decrease for the biennium		-1.1%

The decrease of 1,000 francs for the biennium is due to re-estimation of the rent payable by UPOV for the offices occupied in the WIPO building.

E. Supplies and Materials

	<u>1986-87</u>	<u>1988-89</u>
In thousands of francs	6	6

F. Acquisition of Furniture and Equipment

	<u>1986-87</u>	<u>1988-89</u>
In thousands of francs	11	11

G. Other Expenses

	<u>1986-87</u>	<u>1988-89</u>
In thousands of francs	27	27

As in previous years, this provision is calculated on the basis of 1 percent of the expenses proper to UPOV.

(b) Provision for Celebration of the 25th Anniversary of the Signing of the UPOV Convention

	<u>1986-87</u>	<u>1988-89</u>
In thousands of francs	15	-

This extraordinary item involved expenditure only in 1986.

(c) Common Expenses

	<u>1986-87</u>	<u>1988-89</u>
In thousands of francs	1026	1026

9. Financing of the Expenses for the 1988-89 Biennium

It is proposed that the expenses of 3,686,000 francs for the 1988-89 biennium be financed by the contributions of member States to the extent of 3,568,000 francs and by publications income and miscellaneous income to the extent of 118,000 francs.

10. Comparison of Income (in thousands of francs)

	<u>1986-87</u>	<u>1988-89</u>	<u>Percentage Variation</u>
Contributions	3568	3568	0%
Publications Income and Miscellaneous Income	104	118	+13.5%
Reserve Fund	80	-	
Total	<u>3752</u>	<u>3686</u>	-1.8%
	<u>=====</u>	<u>=====</u>	

11. The amount of 3,568,000 francs shown in the preceding paragraph for contributions relates to the biennium. It is proposed that half of that amount, i.e., 1,784,000 francs, be payable in the month of January of each of the years 1988 and 1989. On the basis of the present membership of UPOV (17 States totalling 41 units), the amount payable each year for one contribution unit would be 43,512 francs. Since, for 1987, the amount of one contribution unit was 44,512 francs, the decrease for 1988 would be 1,000 francs (or -2.2%), and there would, of course, be no change for 1989 as compared to 1988. (An alternative would be for the contribution unit for 1988 to be the same as for 1986, i.e., 42,512 francs, and the contribution unit for 1989 to be the same as for 1987, i.e., 44,512 francs, making a total of 1,743,000 francs for 1988 and 1,825,000 francs for 1989, or 3,568,000 francs for the 1988-89 biennium.)

12. The Council is invited to adopt the program and budget of the Union for the biennium 1988-89 and fix the annual contributions for each of the two years.

CHAPTER I - SUMMARY OF BUDGET AND COMPARISONS

(expressed in thousands of francs)

<u>1984-85 Actual</u>	<u>1986-87 Budget</u>		<u>Draft 1988-89 Budget</u>
INCOME			
3248	3568	Contributions	3568
		Other Income	
19 94	27 77	- Publications - Miscellaneous	34 84
<u>3361</u> ====	<u>3672</u> =====		<u>3686</u> =====
EXPENDITURE			
2044	2267	UV.10 Staff Expenses	2116
		Travel on Official Business	
		- Missions [Staff]	
		UV.04 - Technical Working Parties 22	
		UV.09 - Contacts with Governments and 66	
70	97	Organizations - Sub-total	88
		- Third Party Travel [non-staff]	
13	10	UV.01 - Council : Symposium speakers	11
		Contractual Services	
		- Conferences	
		UV.01 - Council 22	
		UV.02 - Consultative Committee 16	
		UV.03 - Technical Committee 19	
		UV.05 - Administrative and Legal Committee 38	
		UV.06 - Committee of Experts on the Revision of the Convention 38	
93	97	UV.07 - Meeting with Int. Organizations 6	
		- Sub-total	139
77	85	UV.08 - Printing: Information and Documentation	90
		- Other	
		UV.08 - Information and Documentation 50	
10	23	UV.11 - Program Support Expenses 35	
		- Sub-total	85
81	88	UV.11 General Operating Expenses: Rental of Premises	87
4	6	UV.11 Supplies and Materials	6
20	11	UV.11 Acquisition of Furniture and Equipment	11
22	42	UV.11 Other Expenses	27
2434	2726	Sub-total: Expenses proper to UPOV	2660
952	1026	*UV.12 Common Expenses	1026
3386	3752	Total Expenditure	3686
=====	=====	SURPLUS (DEFICIT) - transferred to (from) Reserve Fund	=====
(25)	(80)		0

* Exclusive of UPOV's share in the WIPO common income which is included under "Other Income - Miscellaneous," above.

CHAPTER II - PROGRAM AND EXPENSES

(amounts expressed in thousands of francs)

UV.01 COUNCIL

[Ex UV.01]*

The Council will meet for three days in 1988 and two days in 1989 in Geneva. One day of the session in 1988 will be devoted to a symposium.

Simultaneous interpretation will be provided for in three languages.

	TOTAL	Staff	Travel		Contractual Services			Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
			Missions	3rd. Party	Conferences	Consult.	Printing						
UV.01	33			11	22								

UV.02 CONSULTATIVE COMMITTEE

[Ex UV.02]

In 1988 and 1989, the Consultative Committee will meet twice for one day in each year in Geneva. All its meetings will be held in conjunction with other UPOV meetings.

Simultaneous interpretation will be provided for in three languages.

	TOTAL	Staff	Travel		Contractual Services			Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
			Missions	3rd. Party	Conferences	Consult.	Printing						
UV.02	16				16								

UV.03 TECHNICAL COMMITTEE

[Ex UV.03]

The Technical Committee will hold a session of two days in each of the years 1988 and 1989 in Geneva, to adopt uniform methods, procedures and standards for the examination of varieties, to supervise under the guidance of the Council the work of the Technical Working Parties and to approve the test guidelines elaborated by those Working Parties, as well as to give advice to the Council on all questions of a technical nature within UPOV.

Simultaneous interpretation will be provided for in three languages.

	TOTAL	Staff	Travel		Contractual Services			Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
			Missions	3rd. Party	Conferences	Consult.	Printing						
UV.03	19				19								

* "Ex" numbers refer to the numbers of the corresponding program items in the document that contained the draft program and budget for the 1986-87 biennium (C/XIX/4, Chapter II).

UV.04 TECHNICAL WORKING PARTIES
[Ex UV.04]

The Technical Working Parties for

Agricultural Crops
Fruit Crops
Vegetables
Ornamental Plants and Forest Trees
Automation and Computer Programs

will each meet in each of the years 1988 and 1989 once for three days outside Geneva. The first four of the above-mentioned Working Parties will work on the drawing up of guidelines for the conduct of tests on new varieties. The Working Party on Automation and Computer Programs will discuss the possibilities of harmonizing computer programs used by national authorities of member States and of exchanging data between those authorities. In addition, all Technical Working Parties will prepare standard forms for technical information requested from breeders applying for protection, and discuss technical questions of a more general nature. Subgroups will meet for one or exceptionally two days before most sessions.

No interpretation will be provided for these meetings.

UV.05 ADMINISTRATIVE AND LEGAL COMMITTEE
[Ex UV.05]

The Administrative and Legal Committee will meet in each of the years 1988 and 1989 twice, for a total of eight days, in Geneva. It will treat all questions of an administrative and legal character and will give advice on these questions to the Council. All its meetings will be held in conjunction with other UPOV meetings.

Simultaneous interpretation will be provided for in three languages.

UV.06 COMMITTEE OF EXPERTS ON THE REVISION OF THE CONVENTION

The Committee will meet for a total of eight days in 1988-89 to prepare a possible revision of the Convention.

Simultaneous interpretation will be provided for in three languages.

	TOTAL	Staff	Travel		Contractual Services			Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
			Missions	3rd. Party	Conferences	Consult.	Printing						
UV.06	38				38								

UV.07 MEETING WITH INTERNATIONAL ORGANIZATIONS

[Ex UV.06]

There will be a meeting in 1989 with international organizations on questions of mutual interest to UPOV and those organizations. The meeting, which will immediately follow or precede a session of another body of UPOV, will last for one day, and simultaneous interpretation will be provided for in three languages.

	TOTAL	Staff	Travel		Contractual Services			Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
			Missions	3rd. Party	Conferences	Consult.	Printing						
UV.07	6				6								

UV.08 INFORMATION AND DOCUMENTATION

[Ex UV.07]

The Office of the Union will:

- (i) continue the publication of "Plant Variety Protection," the UPOV Gazette and Newsletter;
- (ii) continue to collect legislative texts of member States and non-member States, treaties and information on the interpretation, in practice, of plant breeders' rights systems in the various countries; continue the updating of the "Collection of Plant Variety Protection Laws and Treaties";
- (iii) publish the brochure containing the texts of the UPOV Convention in one more language; reprint the existing brochures in other languages when necessary;
- (iv) publish as necessary new editions of the UPOV General Information Brochure in four languages;
- (v) continue to print or reprint folders containing summary information on UPOV in four languages;
- (vi) continue the updating of the "Collection of the Texts of the UPOV Convention and Other Important Documents Established by UPOV".

Outside translators will be necessary for preparing some of the translations.

UV.08	TOTAL	Staff	Travel		Contractual Services			Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
			Missions	3rd. Party	Conferences	Consult.	Printing						
			140					90	50				

UV.09 CONTACTS WITH GOVERNMENTS, INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANIZATIONS

[Ex UV.08 and UV.09]

The Office of the Union will continue to maintain contacts with governments of both member States and non-member States, and with interested intergovernmental and non-governmental organizations, in order to:

- (i) inform them on, and discuss with them, the objectives and activities of UPOV;
 - (ii) learn about their activities and their position regarding plant variety protection and related questions;
 - (iii) institute, where appropriate, exchanges of publications, mutual attendance at certain meetings, and other means of cooperation;
 - (iv) hear the views of organizations as to the priorities that ought to be fixed in the field of international cooperation concerning plant breeders' rights and as to other questions of mutual interest;
 - (v) establish and maintain contact with non-member States envisaging accession to the UPOV Convention, including the rendering of assistance in the preparation and the discussion of the necessary legislation and providing comments on the compatibility of such legislation with the UPOV Convention;
 - (vi) try to harmonize the descriptor lists of plant species which are published by various international organizations.

UV.10 STAFF EXPENSES

[Ex UV.10]

The Office of the Union will consist, as in the previous years, of the Secretary-General, the Vice Secretary-General, three posts in the Professional category and four posts in the General Service category.

UV.11 OTHER ADMINISTRATIVE AND PROGRAM SUPPORT EXPENSES
[Ex UV.11]Contractual Services - Other:

Maintenance of the text-processing equipment installed for the exclusive use of the Office of the Union, and costs of a stand at the EXPOFLORE exhibition at the Salon International des Inventions in Geneva.
[35,000]

General Operating Expenses (Rental of Premises):

The Office of the Union will continue to occupy space in the WIPO Building.
[87,000]

Supplies and Materials:

Stationery and office supplies, subscriptions to periodicals, purchase of technical literature, etc., for the exclusive use of the Office of the Union.
[6,000]

Acquisition of Furniture and Equipment:

Cost of office furniture and equipment purchased or rented for the exclusive use of the Office of the Union.
[11,000]

Other Expenses

As in previous years, approximately one percent of the total expenses proper to UPOV is budgeted for expenses not specifically provided for in this Chapter and for unforeseen expenses.
[27,000]

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
			Missions	3rd. Party	Conferences	Consult.	Printing	Other						
UV.11	166							35	87	6	11			27

UV.12 COMMON EXPENSES
[Ex UV.12]

UPOV's share in the common expenses is, where statistical data are available, based on a calculation of the services actually rendered by WIPO; otherwise, it is based on an estimation of the value of such services. Reference is made

to WIPO document AB/XVIII/2, whose Annex D, in particular, gives for each WIPO program item the share attributable to UPOV. Summary details of these expenses are as follows:

<u>1984-85</u>	<u>1986-87</u>		<u>1988-89</u>
<u>Actual</u>	<u>Budget</u>		<u>Budget</u>
674	775	Staff Expenses	748
12	13	Data Processing	12
4	5	Miscellaneous Printing	5
100	95	Maintenance of Buildings	101
90	61	Equipment and Supplies	42
68	67	Communications	108
3	10	Other Expenses	10
—	—		—
951	1,026		1,026
====	=====		=====

It is to be noted that the share of UPOV in the "common income" of WIPO is included in UPOV's budget under the heading "Other Income; Miscellaneous."

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
			Missions	3rd. Party	Conferences	Consult.	Printing	Other						
UV.12	1026													1026

[Annex A follows]

ANNEX A

DEFINITIONS OF BUDGET HEADINGS

SOURCES OF INCOME

"Ordinary Contributions"

Contributions of member States under Article 26 of the UPOV Convention.

"Publications"

Subscription dues paid for periodicals published by the Office of the Union; revenue from the sale of publications of the Office of the Union.

"Miscellaneous Income"

All other income not described above; accounting adjustments (credits) in respect of prior years; exchange gains; UPOV's share in WIPO common income.

OBJECTS OF EXPENDITURE

"Staff Expenses"

All items connected with the staff members' monthly payroll, in particular: salaries, post adjustments, rental subsidy, non-resident allowances, assignment allowances and representation allowances; dependency allowances; language allowances; adjustments due to currency fluctuations; employer's contribution towards Pension Fund; participation in sickness insurance scheme; also all staff related costs not connected with staff members' monthly payroll, in particular: education grants; removal expenses; travel expenses of dependent children attending educational institutions; home leave; grants to cover costs of installation in Geneva; professional accident insurance premiums; recruitment costs; cost of medical examinations; short-term appointments; overtime; termination costs and repatriation grants; staff training.

"Travel on Official Business"

Missions: travel expenses and daily subsistence allowances for the staff of the Office of the Union on official missions.

Third Party Travel: travel expenses and daily subsistence allowances (DSA) for persons other than the staff of the Office of the Union (except trainees whose travel and DSA are included under "Fellowships," below; except also travel of consultants, interpreters, etc: see below).

Annex A

"Contractual Services"

Conferences: honoraria, travel expenses and daily subsistence allowances for interpreters and translators; renting of premises, offices, and simultaneous interpretation equipment; cost of engaging supernumeraries (telephonists, secretaries, ushers and others); refreshments and receptions.

Consultants: all expenses connected with the employment of consultants, in particular: honoraria, travel expenses and daily subsistence allowances; honoraria paid to lecturers.

Printing: outside printing and binding, in particular: (i) reviews: paper and printing; (ii) other printing: reprints of articles published in reviews; brochures; treaties; collections of texts; manuals; working forms and other miscellaneous printed material.

Other: all other contractual services, in particular: fees of authors and translators of articles appearing in UPOV publications, fees of translators of documents; rental of computer time and fees for producing computer software.

"General Operating Expenses"

Rental of premises: Rental value of premises which are used exclusively by the Office of the Union. (This item does not include the contribution of UPOV to the WIPO common expenses for the space occupied by the Common Services.)

Maintenance of premises: cleaning; repairs; building insurance; upkeep of park; supervision of installations; heating; lighting; water.

Rental and Maintenance of Equipment and Furniture: rental and maintenance of all equipment and furniture, in particular: office furniture and machines; reproduction equipment; text-processing and data processing equipment; transportation equipment including petrol and lubricants.

Communications: cost of telephone, telegrams, telexes, facsimile and mail, including postage and carriage of documents.

Other: all general operating expenses not described above, in particular: hospitality; bank charges; interest on bank and other loans (except building loans); exchange losses; audit fees and expenses connected thereto.

"Supplies and Materials"

All supplies and materials, in particular: stationery and office supplies; internal reproduction supplies (offset, microfilms, etc.); library books and subscriptions to reviews and periodicals; uniforms; data processing supplies (magnetic tapes, etc.)

Annex A

"Acquisition of Furniture and Equipment"

Purchases of furniture and equipment, in particular: office furniture and office machines; text-processing and data processing equipment; conference servicing equipment; reproduction equipment; transportation equipment.

"Acquisition and Improvement of Premises"

New Buildings: expenses directly connected with the acquisition or construction of buildings but not covered by building loans. Includes, in particular: additions to existing premises and purchase of land.

Improvements to Premises: expenses connected with the alterations, improvements or major maintenance of existing buildings not covered by building loans.

"Fellowships"

Includes, in particular: travel expenses, daily subsistence allowances and other expenses in connection with trainees.

"Other Expenses"

Expenses not specifically provided for above, unforeseen expenses and accounting adjustments (debits) in respect of prior years; expenses payable to WIPO for services rendered to UPOV.

[Annex B follows]

ANNEX B

CONTRIBUTIONS OF MEMBER STATES

(expressed in Swiss francs)

<u>1986 Actual</u>	<u>1987 Actual</u>	<u>Member States</u>	<u>Number of Units</u>	<u>Draft 1988-89 Budget</u>	<u>Payable in January 1988</u>	<u>Payable in January 1989</u>
63,768	66,768	Belgium	1.5	65,270	65,270	
63,768	66,768	Denmark	1.5	65,270	65,270	
212,560	222,560	France	5.0	217,560	217,560	
212,560	222,560	Germany, Fed. Rep. of	5.0	217,560	217,560	
21,256	22,256	Hungary	0.5	21,756	21,756	
42,512	44,512	Ireland	1.0	43,512	43,512	
21,256	22,256	Israel	0.5	21,756	21,756	
85,024	89,024	Italy	2.0	87,024	87,024	
212,560	222,560	Japan	5.0	217,560	217,560	
127,536	133,536	Netherlands	3.0	130,536	130,536	
42,512	44,512	New Zealand	1.0	43,512	43,512	
42,512	44,512	South Africa	1.0	43,512	43,512	
42,512	44,512	Spain	1.0	43,512	43,512	
63,768	66,768	Sweden	1.5	65,270	65,270	
63,768	66,768	Switzerland	1.5	65,270	65,270	
212,560	222,560	United Kingdom	5.0	217,560	217,560	
212,560	222,560	United States of America	5.0	217,560	217,560	
<hr/> 1,743,000	<hr/> 1,825,000		<hr/> 41.0	<hr/> 1,784,000	<hr/> =====	<hr/> 1,784,000

[Annex C follows]

ANNEX C

COST INCREASE FORECASTS BY THE UNITED NATIONS ORGANIZATIONS IN GENEVA

The rates of cost increase estimated by the United Nations Organizations in Geneva, for the years 1988 and 1989, are summarized in a document of the Consultative Committee on Administrative Questions (Financial and Budgetary Questions) (CCAQ(FB)) of the Administrative Committee on Coordination (ACC) of the United Nations system (ACC/1986/FB/R.37, dated August 28, 1986). That document provides estimates of the cost increases that might be expected in 1988 and 1989 in Switzerland. Those estimates take account of available official statistics, statements of competent authorities, the views of reputable economic analysts and information gathered from professional associations and other appropriate sources. The said estimates are as follows (document cited above, Annex I, paragraph 5):

(i) staff costs for the Professional and higher categories in Geneva [hereinafter referred to as the "Professional staff"]: "a rate of inflation of some 2 per cent per annum in both 1988 and 1989 might normally have been budgeted for in respect of the cost-of-living increases provided for through the post adjustments of staff in the Professional category and above in Geneva. It was recalled, however, that the post adjustment payable in New York had been frozen until such time as the margin between United Nations remuneration and the corresponding remuneration in the comparator civil service had decreased sufficiently to be within the range regarded as desirable by the General Assembly. Since New York served as the base of the system, the freeze also applied to cost-of-living increases at other duty stations, including Geneva. Some participants considered that various factors which affected the calculation of the margin would have evolved sufficiently by the beginning of 1989 for an increase in the Geneva post adjustment to become payable in that year";

(ii) staff costs for the General Service category in Geneva: "considering the current inflation rate of about 2 per cent per annum, ... interim adjustments of 2 per cent would normally fall due on 1 April 1987, 1988 and 1989";

(iii) air travel: "average increases in IATA air fares of 5 per cent per annum in terms of US dollars could be foreseen for both 1988 and 1989. However, since the organizations took advantage of all newly available and acceptable arrangements through which reduced rates could be obtained, it seemed possible to limit the budgetary increases to 3 per cent in each of these years";

(iv) contractual printing and binding, and printing supplies: "for paper purchased in Switzerland, the available information suggested that increases of 4 per cent per annum should be assumed for 1988 and 1989. Increases of the same magnitude could be assumed for printing and binding in Switzerland";

(v) communications (cables and telex charges, telephone services, pouch services, postage): "increases should be foreseen at the rate of 2 per cent per annum in 1988 and 1989. However, for communications involving air freight, such as pouch services, an increase of 5 per cent per annum would be more appropriate";

Annex C

(vi) other types of contractual services (including contractual maintenance of premises and equipment): "given the incidence of increases in real wages and in the cost of raw materials, it had been found that these costs increased slightly faster than consumer prices in general. Three per cent per annum was regarded as an appropriate assumption";

(vii) fuel oil: "in view of the current fluctuations it was recommended that organizations should take account of the latest price levels in effect at the time their proposed budgets were finalized";

(viii) other utilities (electricity, heating gas and water): "the cost of water and that of electricity were not likely to change in 1988 but that the former could be expected to increase by 10 per cent, and the latter by 5 per cent, in 1989";

(ix) equipment and other supplies and materials: "increases of 2 per cent per annum should also be assumed for these items, in line with the current rate of inflation."

[End of document]